

# Daily Planet

Customer and Employee Relations Directorate,  
Internal Relations and Communications Department

Monday, Jan. 26

2004

## Memorial program for STS-107 crew set Thursday

A program in memory of the loss of the Space Shuttle crew on STS-107 will be held Thursday from 10-11 a.m. in Morris Auditorium. The Space Shuttle Columbia was lost Feb. 1, 2003. All Marshall team members are invited to participate in the program, and are asked to be seated 15 minutes prior to its beginning.

**For inclement weather guidelines, dial 544-HELP, Option 5, or see 'Inside Marshall'**

**Recycle old phone books by placing in marked containers during January**

## Fiscal year 2005 budget briefing will be Feb. 3

Administrator Sean O'Keefe will address NASA employees at noon, Feb. 3 on Centerwide TV regarding the fiscal year 2005 budget briefing. The broadcast also can be viewed in Morris Auditorium. Immediately following the broadcast, Marshall Center Director David King will address Marshall team members.

## Classes open for Marshall team

Two upcoming classes are open to Marshall team members; Making Meetings Work on Feb. 9-13, and Effective Briefings on March 8-12. All classes are from 8:30 a.m.-2:30 p.m. in Bldg. 4200, Room G-13C. Call 544-7552 for more information or see "Inside Marshall."

**All contents of Federal Express packages must be listed on Form 4182 before shipping**

<http://inside.msfc.nasa.gov>